

APPENDIX F

GUIDELINES FOR AVAILABLE AND/OR NONAVAILABLE
TIME WITHIN A FIXED MEDICAL AND DENTAL FACILITY

A. PURPOSE

The purpose of this section **is** to provide guidelines for collecting and reporting available and nonavailable time.

B. DEFINITIONS

1. Available Time. Those hours worked or expended in support of the **healthcare** mission.

2. Nonavailable Time. Those hours expended in support of activities unrelated to the healthcare mission. These activities include, but are not limited to, official leave, PCS procession, medical visits or treatments, charge of quarters, parades, formations, **details**, and **non-healthcare** related training.

3. Reportable Time. Total available and **nonavailable** hours.

4. Nonreportable Time. Those hours not accounted for by a MTF of assignment, because another facility has reporting responsibility or such hours are already excluded by the use of 168 hours as the standard work month used by MEPRS (e.g., regularly scheduled days off, holidays not worked, meal and other breaks, etc.)

C. GENERAL RULES

1. **An** individual's time may be recorded as either "available" or "**nonavailable**" for the same time period, but not both.

2. All available hours must be reported to an appropriate MEPRS account code.

3. **An** individual's time can be reported in as many as ten MEPRS account codes for a reporting period.

4. When an individual is TAD and/or TDY, **the** travel time and actual hours worked shall be reported as, "available time to the benefiting work center(s) ."

5. When an individual is scheduled to work an extended period of time; i.e., a 24-hour shift in-house, the hours shall be reported as, "available time to the appropriate work center(s) for the entire period of time."

6. **Nonavailable** time is REPORTED by the primary work center of assignment.

TABLE F-1

SPECIFIC RULES FOR REPORTING AVAILABLE AND NONAVAILABLE
TIME WITHIN A FIXED MEDICAL AND DENTAL TREATMENT FACILITY

RULE	A IF AN INDIVIDUAL IS	B AND IS	C THEN THAT PERIOD OF TIME IS CONSIDERED	D AND IS
1	On duty in the facility	Military	Available time for all periods on duty	Charged to work center(s) where the individual is actually working
2	On duty in the facility	Civilian	Available time for regular hours or approved overtime only	Charged to work center(s) where the individual is actually working
3	Attending medical boards or healthcare related committee meetings	Military or Civilian	Available time	Charged to the appropriate MEPRS account code; EBC
4	Conducting in-Service or proficiency training in-house, but outside of the work center where the individual works	Military or civilian support staff or instructor for in-house GME or CME	Available time	Charged to the appropriate MEPRS account code; either EBE or EBF
5	Conducting in-Service or other proficiency training in the work center where that individual works	Military or civilian support staff or instructor	Available time	Charged to the work center where that individual is assigned
6	Providing education and training in support of another organization	Military or civilian support staff or instructor	Available time	Charged to the appropriate MEPRS account code; either FCD, FCE, or FCF
7	Conducting healthcare related readiness or disaster preparedness training	Military or civilian support staff or instructor	Available time	Charged to the appropriate readiness MEPRS account code (G) or to EBG for disaster preparedness training

RULE	A IF AN INDIVIDUAL IS	B AND IS	C THEN THAT PERIOD OF TIME IS CONSIDERED	D AND IS
8	TAD and/or TDY as a consultant and workload is not generated	Military or civilian	Available time	Charged to MEPRS account code FCB by the losing facility and ignored by the gaining facility
9	TAD and/or TDY as a consultant and a workload is generated	Military or civilian	Available time by gaining facility and nonavailable time by the losing facility	Charged to the appropriate work center(s) the individual supports
10	TAD and/or TDY or in-house or continuing health education (CHE)	Military or civilian	Available time	Charged to MEPRS account code FAL
11	TAD and/or TDY excluding TAD and/or TDY en route, (see Rule 28) for proficiency training not elsewhere classified or mission related training	Military or civilian	Available time	Charged to the work center the individual is assigned
12	TAD and/or TDY excluding TAD and/or TDY en route, (see Rule 28) on professional military education (PME) type training (PLC, ANCOC, BNCOC, LMET, etc.)	Military or civilian	Nonavailable time	Reported as " nonavailable time" to assigned workcenter
13	TAD and/or TDY for healthcare related readiness training or disaster preparedness training	Military or civilian	Available time	Charged to either MEPRS account code GCA, GCB, or EBG for disaster preparedness training. Actual hours worked are recorded in MEPRS
14	Attending healthcare related readiness or disaster preparedness training conducted in-house	Military or civilian	Available time	Charged to either MEPRS account code GCA, GCB, or to EBG for disaster preparedness training
15	On healthcare related readiness exercises or deployments	Military	Available time	Charged actual hours worked to the appropriate readiness MEPRS account code

RULE	A IF AN INDIVIDUAL IS	B AND IS	C THEN THAT PERIOD OF TIME IS CONSIDERED	D AND IS
16	Participating in an organized and scheduled readiness physical training	Military	Available time	Charged to MEPRS account code GF
17	In official student status for education and training in-house (GME, Class C training, Phase II)	Military or civilian	Available time	Charged to MEPRS account code FAK
18	Attending in-Service and other proficiency training (e.g., CPR, ATLS, ACLS conducted in-house other than GME and readiness)	Military or civilian	Available time	Charged to the benefiting work center the individual is assigned
19	Performing command and administrative duties in the facility (CDO, 00D, NCOD, COD, AOD, FOD, and NOD)	Military or civilian	Available time	Charged to appropriate MEPRS account code EB. (On-board medical watch and MOD shall be charged to the work center where the duty is being performed)
20	On inspections, inventories, or surveys within the MTF (linen inventories, cash count, controlled substances inventories, destruction of classified material, etc.)	Military or civilian	Available time	Charged to the appropriate MEPRS account code "EB" or "EE"
21	Loaned and/or borrowed within one reporting UIC in support of the healthcare mission (include travel time)	Military or civilian	Available time	Charged to the benefiting work center(s)
22	Loaned and/or borrowed in support of military, Federal, or non-Federal healthcare activities.	Military or civilian	Available time at the gaining facility to the appropriate work center(s)	Charged to appropriate MEPRS account code FCD, FCE, or FCF by the loaning facility
23	Earning compensatory time	Military or civilian	Available time	Charged to the work center(s) where hours are worked

RULE	A	B	C	D
	IF AN INDIVIDUAL IS	AND IS	THEN THAT PERIOD OF TIME IS CONSIDERED	AND IS
24	Taking compensatory time	Military or civilian	Nonreportable time	Not reported
25	Attending to personal matters during normal work hours	Military	Nonavailable time	Reported as "nonavailable time"
26	On official leave, sick leave, convalescent leave permissive TAD and/or TDY, pass, special liberty, etc.	Military or civilian	Nonavailable time	Reported as "nonavailable time"
27	Administration and/or PCS processing	Military or civilian	Nonavailable time	Reported as "nonavailable time"
28	Going PCS (including TAD and/or TDY en route)	Military or civilian	Nonavailable time	Charged to MEPRS account code FDG
29	Absent for medical and/or dental visits, treatment, SIQ, or cure leave	Military or civilian	Nonavailable time	Reported as "nonavailable time"
30	Local courses nonhealthcare related (e.g. computer courses)	Military or civilian	Nonavailable time	Reported as "nonavailable time"
31	Participant in jury duty, parades, formations, to include committees and boards nonhealthcare related	Military or civilian	Nonavailable time	Reported as "nonavailable time"
32	Unauthorized absence (UA) or AWOL 1 to 30 days or sentenced to confinement	Military	Nonavailable time	Reported as "nonavailable time"
33	UA, AWOL	Military (absent in excess of 30 days) or civilian	Nonreportable time	Not reported

RULE	A IF AN INDIVIDUAL IS	B AND IS	C THEN THAT PERIOD OF TIME IS CONSIDERED	D AND IS
34	On call; not physically within the facility	Military or civilian	Nonreportable time	Not reported
35	Off because of a holiday, regularly scheduled day off, or approved organizational day off	Military or civilian	Nonreportable time	Not reported
36	Working at home	Military	Available time	Charged to the work center where the individual is actually working
37	On meal or other breaks	Military or civilian	Nonreportable time	Not reported

17
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